

Podiatric Medical Board of California

Strategic Planning Deliverable Schedule



Task	Task Description	Completion Date	
Preliminary Work			
Intake Meeting	SOLID meets with PMBC to discuss the strategic planning process, gather information about PMBC, and tailor the strategic planning process to meet its needs.	May 2, 2022	<input checked="" type="checkbox"/>
Identify External Stakeholders	PMBC will confirm external stakeholders and obtain stakeholder email addresses for email distribution of survey link. An estimated recipient count will be provided to SOLID.	Tentative due date: May 13, 2022	<input type="checkbox"/>
Interview Invitations	SOLID will send PMBC a draft email invitation to be sent to board members in preparation individual phone interviews.	Tentative due date: May 13, 2022 Completed: May 16, 2022	<input checked="" type="checkbox"/>
Environmental Scan Survey Drafts	SOLID will provide PMBC with a draft of the stakeholder and staff surveys for approval by May 13, 2022 . PMBC will review, approve, and provide necessary edits. The goal is to have the survey finalized and distributed by May 31, 2022 .	Tentative due date: May 20, 2022 Completed: May 10, 2022	<input checked="" type="checkbox"/>
Environmental Analysis			
External Stakeholders Survey	SOLID will use an online survey at SurveyMonkey.com to obtain input from stakeholders. SOLID will email PMBC instructions and a link to the survey for distribution to stakeholders or its Listserv. MBC will send out email containing stakeholder survey link to external stakeholders by May 31, 2022 .	Timeframe: May 31 to June 21, 2022	<input type="checkbox"/>
Board Member Interviews	SOLID will schedule individual phone interviews with board members. These interviews are about 45 minutes in length and will cover the organization's internal strengths and weaknesses and the external opportunities and threats in preparation for the upcoming strategic plan. SOLID will schedule interviews the week of May 31 (completed) .	Timeframe: May 31 to June 13, 2022	<input type="checkbox"/>
PMBC Executive Officer and Staff Survey	SOLID will schedule an individual phone interview with the PMBC Executive Officer and send an online survey to staff. These interviews are about 45 minutes in length and will cover the organization's internal strengths and weaknesses and the external opportunities and threats in preparation for the upcoming strategic plan. May 31, 2022 (completed) , SOLID will reach out to individuals to schedule interviews.	Timeframe: June 13, to June 27, 2021 May 31 to June 13, 2022	<input type="checkbox"/>
Compile Environmental Scan Results for PMBC Review	Upon completion of interviews and surveys, SOLID will compile and analyze the data and produce a trends document, Environmental Scan by July 25, 2022 . This document will be sent to you for review and approval. Please provide edits/approval by July 29, 2022 . The document will be discussed during the strategic planning session.	Tentative due date: August 5, 2022	<input type="checkbox"/>

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Environmental Scan Report	SOLID will email electronic copies of the final Environmental Scan and other handouts in preparation for the planning session to the PMBC. PMBC will distribute to strategic planning session participants.	Tentative due date: August 19, 2022	<input type="checkbox"/>
Strategic Planning Session & Strategic Plan			
Meeting with PMBC Executive Officer	This meeting, usually held couple days before the planning session, is designed for the SOLID facilitators and PMBC to discuss the game plan and materials for the planning session.	Tentative due date: TBD (October)	<input type="checkbox"/>
Strategic Planning Session	SOLID will facilitate the strategic plan development session with MBC. SOLID will facilitate a brief review of the trends identified in the Environmental Scan, and the development of objectives for the new plan.	Tentative due date: TBD (October)	<input type="checkbox"/>
Strategic Plan	SOLID will use the information gathered at the planning session to update the PMBC strategic plan. A comprehensive draft will be sent to the PMBC for review and approval.	Tentative due date: TBD (October)	<input type="checkbox"/>
PMBC Approves Strategic Plan	PMBC takes necessary steps to adopt and publish the strategic plan.	Tentative due date: 2023	<input type="checkbox"/>
Action Planning Session & Action Plan			
Action Planning Session	After PMBC approves the strategic plan, SOLID will facilitate a meeting with the PMBC Executive Officer and staff to create an action plan to guide completion of strategic objectives by establishing due dates, identifying major tasks, and assigning responsible parties.	Tentative due date: 2023	<input type="checkbox"/>
Action Plan	SOLID will use the information gathered at the session to develop an action plan. A comprehensive draft will be sent to PMBC for review and approval.	Tentative due date: 2023	<input type="checkbox"/>
Action Plan Tracker	SOLID will draft an action plan tracker. The purpose is for PMBC staff to track and monitor the strategic objectives.	Tentative due date: 2023	<input type="checkbox"/>